

# TRANSPORTATION PLANNER I

**GRADE: 16**

**FLSA: NON-EXEMPT**

## CHARACTERISTICS OF CLASS:

The Transportation Planner I performs responsible professional and some technical work involving a variety of general and specialized department programs. Work involves applying professional planning skills to a wide variety of urban planning and design problems. The Transportation Planner I assists in the management of individual transportation projects, works in a project team atmosphere, and acts both proactively and reactively with the residents of the City. Physical demands are light and the work involves mental effort and stress in handling multiple projects in meeting deadlines. The incumbent's work has meaningful impact on the community and is subject to supervision of progress and results.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

Performs a number of related duties as required and as assigned including but not limited to:

- Reviews pedestrian/bike plans for new development and assists in reviewing traffic impact studies.
- Implements the Mayor & Council initiative to improve pedestrian and bicycle safety throughout the City.

- Assists in the coordination of the transportation demand management program.
- Plans, designs and helps implement bicycle facilities.
- Collects data associated with tracking the use of alternative transportation facilities.
- Identifies transportation amenities needed in new developments and works with developers in the planning of street systems and pedestrian/bicycle ways.
- Assists residents with alternative commuting options.
- Annually assists in preparing the City's transportation Capital Improvements Program for the Traffic and Transportation Division.
- Investigates and recommends the need for new or improved pedestrian & traffic calming related traffic measures on City streets. Collects applicable transportation data.
- Maintains infrastructure database in a geographic information system environment.
- May act as liaison between the City and County, State and Federal transportation agencies in all matters pertaining to streets and highways.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a Bachelor's Degree from an accredited university or college in Urban Planning, Transportation Planning or related field with major course work in Traffic and Transportation and some experience in the planning of traffic and transportation projects. Possession of an appropriate driver's license valid in the State of Maryland.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of transportation planning as applied to the planning design and construction of pedestrian walkways, bike paths, urban streets, traffic control devices, street lighting, etc.
- Knowledge of codes, ordinances, regulations, and standards pertaining to roadway design.
- Knowledge of traffic and vehicle law.
- Knowledge of traffic control equipment and devices, its uses, capabilities and limitations, and of traffic control materials.
- Knowledge of traffic and transportation planning principles and practices.
- Skill in establishing and maintaining effective working relationships with fellow employees, public officials, and the general public.
- Skill in performing quantitative analysis, with specialized emphasis on traffic impact analysis, spreadsheet applications, and relational database management.
- Skill in using geographic information system tools.
- Ability to communicate effectively both orally and in writing.

- Ability to plan, schedule, and manage the activities of professional, technical, and administrative personnel engaged in a wide variety of data collection, design, research, and inspection activities.